

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
INFORMATION SYSTEMS ANALYST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 85 Alumni Road, Newington, CT 06111
Hours: Full Time
Salary: \$66,771
Closing Date: October 2, 2014

General Knowledge:

Designs and executes solutions for common challenges such as data mapping, object modeling, page layout design, and workflow rules within the context of the Salesforce platform; Creates training materials and user documentation, and maintains ongoing documentation processes as needs evolve or features are added; Writes reports to internal and system office customers; Creates, modifies and supports integrations between Salesforce and related systems.

Recommends third party applications to extend functionality of Salesforce platform to meet business objectives; Supports system upgrades including project management, testing, user training, department acceptance and support; Works with various vendors to ensure system availability and functionality to support ongoing information system requirements; Works with IS team to support applications and users. Responds quickly and professionally to help desk tickets; Manages application level security.

Preferred Skills and Ability: Preferred: Experience with Visualforce, apex, Salesforce API and XML.

Special Knowledge: Considerable knowledge of principles and techniques of systems analysis, design and development; computer programming; information systems; Microsoft SQL, and report writing; Experience translating business needs to technical specifications; Excellent oral and written communication and problem solving skills; Experience in preparing manuals, reports and documentation and writing and debugging computer programs.

Position Summary:

Reporting to the Director of Information Systems, the Information Systems Analyst supports, modifies, and maintains information systems with primary responsibility for Salesforce and related systems; analyzes and designs methodologies to create detailed specifications and complex software; works with users to define solutions to solve business problems. Also acts as primary technology liaison for all special project IT initiatives of the College. Performs related duties as assigned; Maintains current knowledge of professional issues.

Special Experience: Analyzes and designs methodologies to create detailed specifications and complex software; works with users to define solutions to solve business problems.

Substitution Allowed: N/A

Eligibility Requirement:

Bachelor's Degree Bachelor's degree and a minimum of four (4) years of experience in systems analysis, Salesforce, database administration and/or computer programming. Considerable knowledge of principles and techniques of systems analysis, design and development; computer programming; information systems; Microsoft SQL, and report writing. Experience translating business needs to technical specifications. Excellent oral and written communication and problem solving skills. Experience in preparing manuals, reports and documentation and writing and debugging computer programs. Preferred: Experience with Visualforce, apex, Salesforce API and XML

Application Instructions:

Interested and qualified candidates who meet the above requirements may view the complete job description and must submit a cover letter and resume by October 2, 2014 at <http://www.charteroak.edu/AboutUs/Employment>. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.